

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
DUTY STATEMENT**

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| CLASSIFICATION TITLE Associate Transportation Planner | | DISTRICT/DIVISION/OFFICE 74/Division of Transportation Planning/Office of Sustainable Community Planning | |
| WORKING TITLE Statewide LD-IGR Coordinator | POSITION NUMBER 900-74-4721-### | EFFECTIVE DATE 12/01/2014 | |

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Planner (LD-IGR Program Manager) and a Supervising Transportation Planner (Office Chief) the incumbent is responsible for participating in and independent work with the development, review, analysis, and implementation of policies, directives, and “best practices” with regard to the Local Development-Intergovernmental Review (LD-IGR) Program. The incumbent provides statewide program direction, guidance, consistency, and training for district and headquarters LD-IGR coordinators and functional reviewers, and participates in consultation with districts on LD-IGR local development issues relating to current policies, procedures, technical, and legal concerns. The incumbent functions as liaison to various federal and state agencies on topics relating to statewide transportation, land use, permitting, impact analysis, and procedural issues. The incumbent also works on traffic impact analysis technical issues with the Division of Transportation Operations. The incumbent provides information with policy implications for LD-IGR to the LD-IGR Program Manager, the Office Chief and Division Chief.

Principal areas of responsibility are: (1) Statewide program expertise; (2) Inter-agency and inter-district/functional coordination; (3) Procedural development; (4) Special assignments from the Director’s Office and Agency; (5) Technical analysis; and (6) Training. The position requires a comprehensive understanding of the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and Planning and Zoning Law as well as other statutory and regulatory, and technical requirements that relate to the LD-IGR Program and the Department’s authority and responsibilities. It also requires the ability to clearly communicate statewide program guidance with district and headquarters units in a timely manner. The incumbent may serve in a lead capacity performing such work.

TYPICAL DUTIES:

Percentage Duties

- 35% (E) Participates in providing statewide program direction and guidance to district LD-IGR coordinators and headquarters staff. Develop program procedures, after consultation with districts' and headquarters staff. Participate in development of a statewide LD-IGR procedures and policy manual. Participate in coordination within Caltrans, other state agencies, and Districts in identifying SB 375's effect on the LD-IGR program and the program's response to it. Research various subjects, and act accordingly, in response to district requests for assistance, at direction of Office Chief or Program Manager (and, when appropriate, following consultation with Legal Division). Assist districts and management with incident reports on project specific development proposals, especially when potentially contentious. Track district performance and provide quarterly reports on district activities. Scan State Clearinghouse Notices of Completion and Transmittals.
- 35% (E) Participate in the development of LD-IGR training courses, materials and agendas, distribute updated materials as warranted, and conduct statewide and district-specific workshops/meetings, in conjunction with the OCP Office Chief, LD-IGR Program Manager, and the Office of Professional Development, on-and off-site. Perform session administration duties including use of the Learning Management System (LMS) to schedule and certify completion of training courses, and update students training records. Facilitate feedback by means that may include, but not be limited to, course evaluation forms and course completion certificates.
- 10% (E) Conduct special studies and prepare tabular and textual reports, with recommendations for departmental action, on special assignments initiated by management on land use implications, regional transportation plan impacts, impact fee programs, and local government planning strategies. Monitor federal and state court decisions and related legislation applicable to the LD-IGR Program (land use and transportation law, Native American issues, CEQA, National Environmental Policy Act, etc.), helping to revise our program approach, as necessary.
- 10% (M) Assist with oversight and monitoring of LD-IGR program goals to ensure they are met. Provide input on the strategic direction of the program and identify key new issues and their potential affect on the program.
- 10% (M) Collaborate with and assist the Division of Traffic Operations on efforts related to traffic impact analysis and in the revision/development of technical guidance materials used in traffic impact analysis.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise. The incumbent, however, may act in a lead worker role that will direct or coordinate the work of others.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The principle areas of responsibility (as described in the “General Statement”) require the following knowledge and abilities:

- (1) An in-depth knowledge of CEQA, Planning and Zoning Laws as they apply to general plans, Caltrans’ LD-IGR process, and departmental functions and interests, along with the ability to interpret legislation, and provide an analysis of potential impacts to the Department and Community Planning issues.
- (2) Knowledge of basic planning principles and practices, and multi-modal transportation issues, and the ability to clearly communicate them to staff and local partners.
- (3) The knowledge of the Department’s functional unit programs, and the ability to work with management and staff in all programs on critical issues.
- (4) Ability to analyze and interpret land use plans, local development proposals, Caltrans Strategic Concept Reports and Plans, and traffic impact data, and apply analytical techniques to the creation of mitigation recommendations.

This is the full journey person level. Under direction, incumbents independently work on difficult and complex transportation planning work. They may serve in a lead capacity performing such work.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The headquarters LD-IGR program Associate Transportation Planner has a major responsibility for helping to ensure that Caltrans LD-IGR reviews are processed in a timely, efficient, and well-coordinated manner statewide, and that LD-IGR program activity is consistent with all applicable statutes, regulations, policies, and procedures, as well as department goals. The purpose of Caltrans’ IGR/CEQA reviews and activities is to facilitate economic growth and development, to ensure safety of the transportation system is not compromised by local development, and provide lasting transportation solutions and compatibility between land use and the statewide transportation system. Errors in judgment and decisions could result in potential litigation, loss of transportation impact mitigation, and so on.

PUBLIC AND INTERNAL CONTACTS

Externally, the LD-IGR Statewide Coordinator works with the Governor’s Office of Planning and Research and the State Clearinghouse to resolve CEQA and planning law issues, and coordinate formal scoping meetings. The incumbent may also work with other state agencies, Federal agencies, and tribal governments, and may have direct contact with local agencies, consultants, and developers.

Internally, the statewide LD-IGR coordinator works closely with senior and staff level operations, structures, and design engineers, as well as senior and staff level transportation and environmental planners and functional unit specialists in both headquarters and the districts.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

No special or unusual physical requirements are essential to successful performance of the job. Travel to district offices is occasionally required. The employee may be required to sit for long periods using a keyboard and video display terminal. The employee must work well with others in a cooperative manner. The employee must sustain mental activity needed for report writing, problem solving, researching, analysis, reasoning, and meeting participation. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations.

WORK ENVIRONMENT

The environment includes working in a routine office setting 85% of the time, including working at a computer in a climate controlled environmental and under artificial lighting. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent will travel to outside locations for district staff meetings, conducting training, or project field reviews/assistance the remaining 15% of the time.

ACKNOWLEDGEMENTS

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE _____ DATE _____

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR _____ DATE _____